



Dear Potential Recruiter,

Thank you for your interest in being a recruiter for the Workforce Recruitment Program for College Students with Disabilities (WRP). The WRP is a joint recruitment effort on the part of federal agencies that are interested in hiring college students and recent graduates with disabilities for summer and/or permanent jobs in a wide variety of fields. Once a year, trained recruiters from participating agencies conduct personal interviews with interested candidates on college and university campuses nationwide. Candidate information is compiled in a database that is then used by federal and private sector employers to identify and hire qualified candidates.

The requirements to become a WRP recruiter are listed below. Above all, it involves a real commitment of time and agency support, as well as good written and oral communication skills and organizational abilities. To be a WRP recruiter, you must:

- be at a grade level equivalent to a GS-09 or above and have been a federal employee for at least two years;
- have the permission of your agency and your supervisor (supervisory signature is required in advance of the training);
- complete a series of online training modules (during the month of June 2012);
- be available to take one week-long recruitment trip of 3-5 colleges somewhere in the U.S. (specific trip destinations cannot be guaranteed in advance) sometime between October 8, 2012 and November 16, 2012;
- have your agency pay your travel expenses for your trip;
- set aside sufficient time after your recruiting trip to enter the data on the candidates interviewed, understanding that it takes about 30 minutes to enter each file completely, and
- complete and submit the candidate data and application materials by the date and time agreed upon.

If you are interested in being a recruiter, please fill out the Recruiter Registration form online at <https://wrp.gov/registerrecruiter> starting May 14th. The deadline is May 31, 2012. Please send any questions to Sara Mahoney at mahoney.sara@dol.gov.